# Creating a Routing List
## 07/08/2004
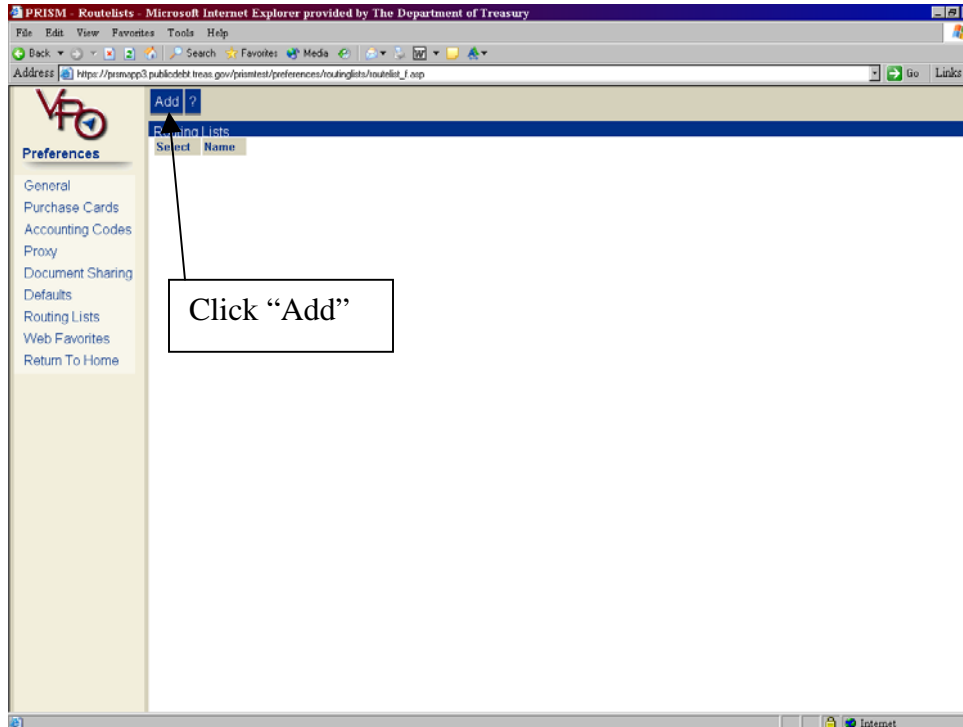
## 1. Creating Route List.
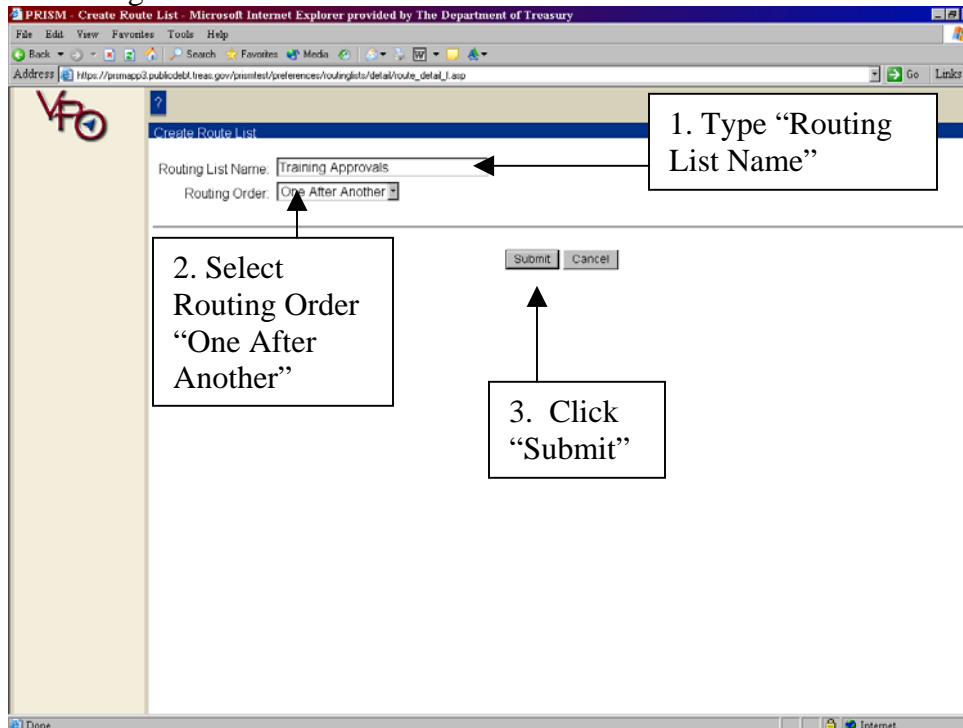


Click "Preferences"

## 2. Routing List



Click "Routing Lists"

3.



Click "Add"

4. Routing List Name.



1. Type "Routing List Name"

2. Select Routing Order "One After Another"

3. Click "Submit"

## 5. Add Approver



1. Click "Add Approver"

## 6. User ID



Type "User ID" in For field then click "Display."
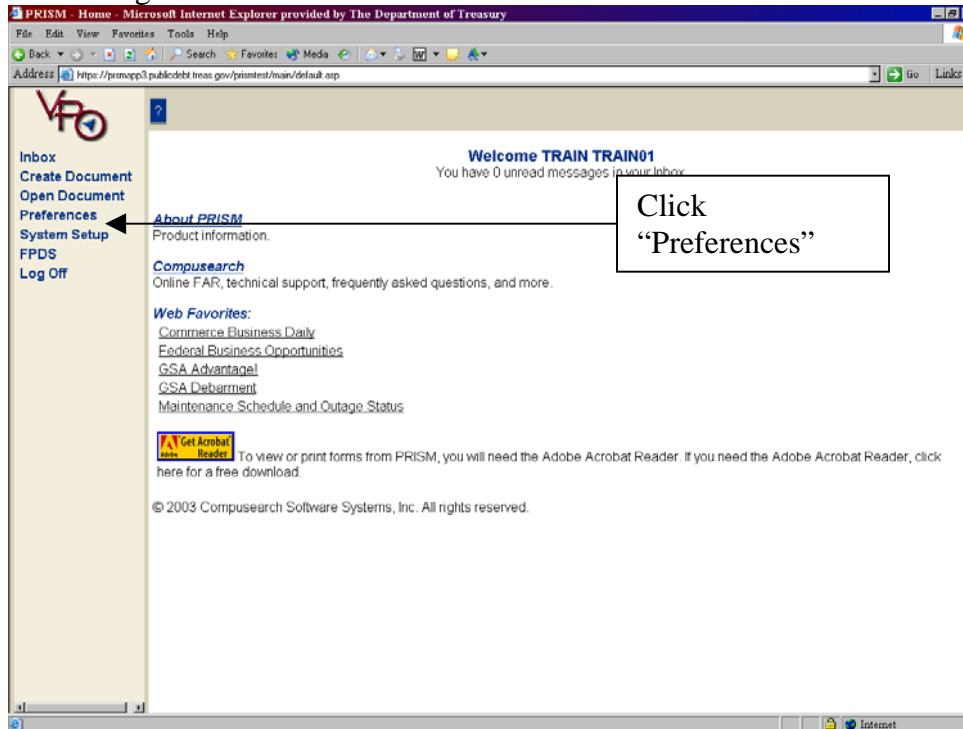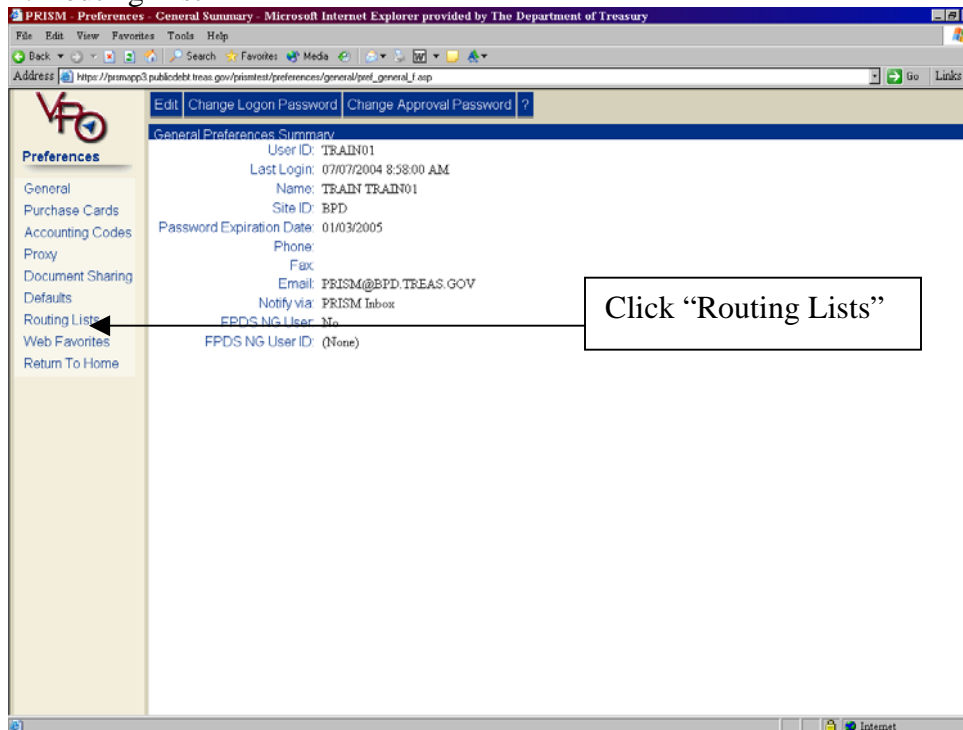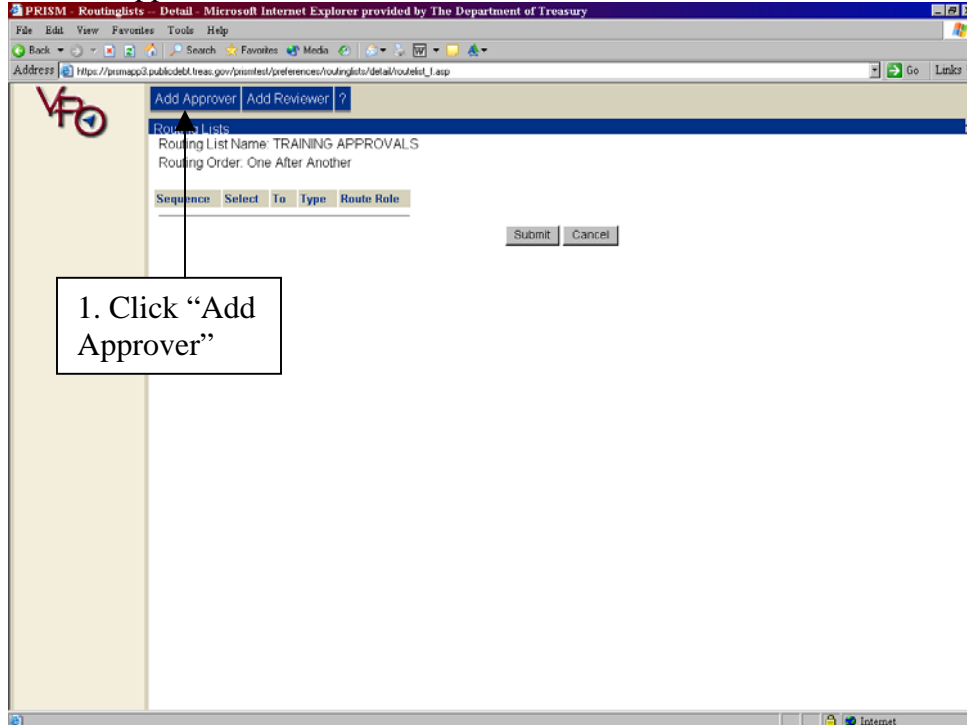
Click "User ID"

## 7. Additional Approver



To add another name click "Add Approver"

## 8. User ID



Type "User ID" in For field then click "Display."

Click "User ID"

## 9. Additional Approver



To add another name click "Add Approver"

## 10. User ID



Type "User ID" in For field then click "Display."

Click "User ID"

## 11. Routing List



Click "Submit" **There is no limit to approvers that can be added.**

## 12. Routing List Name



To view detail of routing list click on routing list name. More approvers can be added if necessary. Click on "Add" to create additional route lists.